

Report for Week Ending 18 January 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Follow up was made on the reports inventories still outstanding from the Offices of Security and the Comptroller. I was again assured they would be forthcoming in a few days. Satisfactory progress is being made in other components, particularly in the Offices of Personnel and Logistics. Mr. [REDACTED] reported informally that the rejustification of reports in the Office of Personnel has already resulted in the discontinuance of six reporting requirements. He is also going forward with the plan to request appraisals of Office of Personnel reports from consumers in other headquarters components. Miss [REDACTED] is establishing records for the continuing analysis of reports, and in so doing has verified the reports inventory. A Logistics Notice was issued 10 January discontinuing weekly activity reports in favor of monthly reports.

The revised edition of "Operating an Area Reports Management Program" was returned from the printer. I will attempt to get it assembled and distributed to area Reports Management Officers this week. Project is 25% complete.

Project 6-13 - Dispatch Format and Procedure

No change in project status pending receipt of reply to recommendations from the EXO/DD/P. Project is 30% complete.

Project (to be numbered) - DD/I Reports Survey -

Reviewed the DD/I reports inventory consisting of survey sheets on 127 requirements for reports. Tabulated man-hour costs and noted 31 recommendations for inclusion in the proposed report to the SA/DD/I. Project is 15% complete.

General Information

a. Lectured on correspondence management for the OIR Administrative Support course. Class discussion disclosed that overseas personnel are not aware of the availability of Letterex. I propose writing a memorandum to the Chief, RI, recommending that the use of Letterex be publicized overseas.

b. Provided [REDACTED] with editorial service for the "Incentive Awards Bulletin."

25X1A9a